

Proposal Submission Information

NASA Peer Review Services (NPRS) utilizes an electronic, internet-based system of collecting Notice of Intent (NOI) and Proposal submission information for all proposals submitted in response to all types of NASA Research Announcement. The following instructions describe the process in greater detail.

SYS-EYFUS Home-page: <http://proposals.hq.nasa.gov>

A username and a password is required to submit a NOI or Proposal information through <http://proposals.hq.nasa.gov>

To check whether you are already in the system, please go to <http://proposals.hq.nasa.gov/forgotpassword/forgotlogin.cfm>

and type in your first and last name to search our database.

- If you see your name listed in the result set, please select the appropriate radio button and click on continue. This will trigger the system to send an automatic email message with your username and password to your email address listed in our database.
- If your name does not show up on the result set, please choose the radio button named "None of the Above" and click on continue. This will allow you to add yourself as a NEW USER to the system. The system will prompt you to choose a username and a password towards the end of the new user addition procedure. This username and password combination allows you to access the system and submit NOI's and Proposal Summaries.

If you have a login username and a password for the SYS-EYFUS system:

A. How to submit a Notice of Intent (NOI):

- Visit <http://proposals.hq.nasa.gov/>
- On the left hand side, in the Proposal Links Section click on Login
- Input your username and password and click on continue
- To submit a notice of intent click on New Notice of Intent option from the Options screen, and the Division Specific Opportunities screen will appear.
- In the selection window: highlight **Physical Sciences** and click on continue
- Click on **CAN-01-OBPR-01 NASA BioScience and Engineering Institute CAN**, and then click on Continue.
- This will bring you to the Notice of Intent submission Form
- Fill in all the fields, and select a theme from the pop-up lists. All fields are required.
- Click on Submit NOI Page.

- Next is the Team Member Page screen, where you can add or remove team members.
- 1. Please add any Co-Investigators (COIs). To add a COI, highlight the COI option on the selection list and type in first and last name and click on search. When the resulting set appears, choose the appropriate radio button and click on ADD to add the COI to this NOI. After you are done, click on "Continue". If the team member is not listed in our database, please have them add themselves as a new user to the system.
- 2. Please add any other participating organizations (i.e., use of specific facilities, etc.). An individual point of contact must be chosen for each of these participating organizations. To add a participating organization point of contact, highlight the Collaborator Option and proceed as described in 1.

You can repeat these processes to add multiple team members.

- Click on "resubmit noi page"
- Then click on the Continue button

B. How to submit Proposal Form Information:

- Visit <http://proposals.hq.nasa.gov/>
- On the left hand side, in the Proposal Links Section click on Login
- Input your user id and password and click on continue
- To submit a New Proposal Summary click New Proposal Cover Page option from the SYS-EYFUS Options screen, and the New Proposals Cover Page screen will appear.
- Click on New Proposal Cover Page option, and the Division Specific Opportunities screen will appear.
- In the selection window: highlight **Physical Sciences** and click on continue
- Click on **CAN-01-OBPR-01 NASA BioScience and Engineering Institute CAN**, and then click on Continue.
- this will bring you to the Proposal Cover Page Form
- Fill in all the fields, and select a theme from the pop-up lists. All fields are required.
- Click Continue. Next is the Team Member Page screen, where you can add or remove a team member. "Authorizing Official" and "Contact in case of award" are required to be added to the list. Please add any COI's or points of contact from other participating organizations (the latter should be added under the ROLE Collaborator). To add a team member: Highlight the Team Member ROLE on the selection list and type in first and last name and click on search. When the result set appear, choose the appropriate radio button and click on ADD to add the team member to this proposal. You can repeat this process to add multiple team members. After you are done, click on "Continue". If the team member is not

listed in our database, please have them add themselves as a new user to the system.

- Next is the Proposal Options Page.
- Please fill out the budget form by clicking on the "**Budget**" button, filling in project costs, and clicking "Continue." This will bring you to the Proposal Budget Review Page. Click Continue if the information is correct.
- At the next screen click the **Show/Print** button.
- At the Page entitled "**Proposal Information Item List**" click **Show** to preview your **Proposal Cover Page**. Print the cover page once you have reviewed the information. The cover page must be signed by both the Principal Investigator and the authorizing official and attached to the front of your proposal before submission of hard copies to NASA.
- **One (1) signed original and nine (9) copies of the proposal should be submitted to NASA by 4pm of September 10, 2001.**